



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Santo Domingo Fire Chief

SALARY RANGE: \$68,000-\$90,000- DOE /Licensure

DEPARTMENT: EMS

POSITION STATUS: Full-time

PERIOD TO APPLY: Open until filled

FLSA STATUS: Non-Exempt

SUPERVISOR: EMS Director/Fire Chief

JOB POSTING ID: EMS-202708

Apply: 8.27.20...until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

Basic Purpose:

Incumbent in this position is responsible to oversee and direct all activities of the Fire Department for Santo Domingo Tribe and for surrounding areas in certain mutual aid circumstances. Responsibilities include public relations, grant/budget management, strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided, and development plans are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Santo Domingo Tribe goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

Essential Functions:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and submits departmental goals and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Develops and coordinates plans for efficient and effective fire prevention, fire suppression and lifesaving services within the department's jurisdiction, and makes recommendations to Santo Domingo relative to the long-term needs for maintaining and improving effective operations.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.
- Oversees public relations, management of budget, personnel, supplies, equipment, structures, and compliance/enforcement of regulations, policies and procedures), fire suppression, fire investigations, fire prevention, hazardous material response, rescue, and other emergency services.
- Prepares, recommends and implements strategic plans to meet Santo Domingo's current and long-range needs.
- Supervise the maintenance, repair and replacement of all equipment and ensure that all equipment and buildings are properly maintained and in good working order.
- Ensures that the department is adequately staffed at all times, including scheduling officers and duty crews for minimum department personnel responses to emergencies.
- Confers with and represents the department and Santo Domingo Tribe in meetings with members of tribal council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, bid and requests for proposals, federal grants, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Other duties as assigned.

Knowledge, Skill and Ability Requirements

- Knowledge of controlling laws, codes, and applicable standards.
- Knowledge of relevant laws, regulations and rules pertaining to law enforcement and Santo Domingo Pueblo
- Knowledge or willingness of immediate knowledge of the Pueblo reservation including all roads, highways, streets and locations.

- Knowledge of and sensitivity to tribal customs and beliefs.
- Knowledge of fire behavior and fire suppression principles, methods, techniques and practices.
- Knowledge of emergency incident command procedures.
- Knowledge of departmental policies, procedures rules, and regulations.
- Knowledge of the federal, state, county and tribal agencies.
- Skill in administering first aid and CPR.
- Skill in effective supervision and application of strong leadership abilities.
- Ability to command subordinates and to direct their activities in a manner which provides for efficiency of operations, and stresses professionalism in the workplace.
- Ability to safely operate tools, apparatus, vehicles and equipment used in fire suppression, rescue and medical assistance operations.
- Ability to integrate training, experience and common sense sufficient to identify potential dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of work.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
- Ability to rapidly adjust to varying work schedules and psychological physical stress of work.
- Ability to develop productive working relationships with other members to maintain a cooperative and meaningful rapport within the department.
- Ability to supervise and lead the work of others.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to assess situations and take appropriate course of actions under extremely stressful and hazardous circumstances.
- Ability to work independently and meet strict timelines.
- Ability to understand and effectively communicate, through both oral and written means, all operational and administrative aspects of the department, programs and activities.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to establish and maintain effective working relationships with associate personnel and the public.

Physical Demands

- Walking, running, lifting and climbing during efforts to suppress fires.
- Situations will occur where prolonged sitting, driving, walking, or waiting is required.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Position must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds.

Work Environment

- Work is performed in a typical interior and outdoor environment or vehicle.
- Exposure to outside weather conditions; extreme heat, risk of electrical shock and vibration.
- Exposure to moving mechanical parts.
- Exposure to toxic or caustic chemicals, flames or burning items.
- Exposure to hazardous, uncontrollable, and life-threatening situations will occur.
- Regularly exposed to high, precarious places, fumes, or airborne particles.
- Evening, weekend, and holiday work will be required and must be on call for emergencies.
- Noise level is usually moderate to high.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to confidential information, HIPAA, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**
Incumbent must be able to hire, provide direction to and develop internal personnel; identify strategic issues and develop short/long-range plans; provide direction to and manage department heads and related personnel; budget and prioritize work load; identify key factors affecting personnel; and develop effective programs to maximize performance.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Physical Demands**
Duties are primarily active firefighting/EMT functions. The possibility of physical danger is quite present in field operations. The incumbent must be in, maintain and periodically demonstrate excellent physical condition. Incumbent must successfully pass an annual physical, agility test, weightlifting test, flexibility test and timed 1.5-mile run.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in fire science, public administration, or business management, or a related field and a minimum of 10 years' experience in firefighting, EMS, fire prevention, emergency management and/or fire department administration with progressively responsible administrative and supervisory experience in fire and life safety education, and emergency response work equivalent of Lieutenant, Captain or above; or an equivalent combination of education and experience.
- Must have a current New Mexico EMT license, Intermediate or Paramedic level preferred.
- **Must have successfully completed firefighters certifications of at least Firefighter I and Firefighter II. International Fire Safety Accreditation Council or Proboard.**
- Excellent budget and managerial skills to coordinate a multifunctional organization.
- **Strong** oral and written communication skills to focus the efforts of entire staff to meet the Santo Domingo Tribe goals.
- Must be able to pass a physical examination
- **Must be able to walk, run, lift and climb during efforts to suppress fires as well as water rescue events**
- Must be able to satisfactorily pass a background check **with NO prior convictions or felonies.**
- May be required to work various shifts, evenings, weekends and holidays.
- Valid New Mexico driver's license class E, with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - o Subject line: **Santo Domingo Fire Chief – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (**available at santodomingotribe.org/careers**)
- Applicable certifications and/or educational degrees